

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Marsik Duchac, Frohling, Greshay and Schmidt.

MEMBER EXCUSED: N/A

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, March 1, 2016 at 9:00 A.M., in meeting room 4C, located on the fourth floor of the Administration Building.

ALSO PRESENT: Sarah Eske, HR Director; Jim Mielke, County Administrator; Tonia Mindemann, Assistant HR Director; Sheriff Dale Schmidt; Jane Hooper, Clearview Administrator; Heather Hearley, Clearview Director of Dietary; Bernadette Mueller, Child Support Director; Angi Zilliox, HR Specialist; Scott Petrack, Recreational Officer; Chief Deputy Scott Smith; Trace Frost, Patrol Captain; Russ Kottke, County Board Chairman; Amy Nehls, Emergency Management Director; Russ Freber, Physical Facilities Director.

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present.

Eske verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Schmidt. Motion carried.

Marsik asked if anyone present had any public comments. Petrack requested to address the committee regarding the status of the sworn uniform issue and indicated that it was not resolved and will be addressed as part of union negotiations. Petrack also commented that the sworn union is not in favor of any proposed changes to the Civil Service Ordinance. He indicated any changes should be part of contract negotiations. Petrack also asked to extend the PEHP Plan for sworn. Eske clarified that there are two PEHP plans and the sworn union plan extension or any changes are negotiated as part of contract negotiations.

Motion by Duchac to approve the minutes of the February 16, 2016 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Frohling. Motion carried.

Motion by Frohling to approve the minutes of the February 16, 2016 closed session of the Human Resources and Labor Negotiations Committee. Second by Duchac. Motion carried.

Hooper introduced Heather Hearley, Clearview Dietary Director to the Committee. Hooper explained that Clearview is looking at different hiring options and hopes to present more information at a future Committee meeting. Hooper stated that today they are seeking approval to offer a shift differential for P.M. dietary staff. Hearley indicated that dietary is experiencing difficulty in hiring for the P.M. shift and felt a shift differential would assist in recruitment. Hearley identified that currently maintenance and nursing offer shift differentials; however, dietary

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 3/1/2016

does not. Hearley estimates the additional cost at \$8950.50 for the remainder of 2016 and there is sufficient funding available in the budget. Eske stated that the request is for \$1.00/per hour shift premium for dietary employees scheduled to work the PM shift for four (4) or more hours after 2:00pm. Hooper stated that the P.M. dietary shift is a midday, non-preferred shift and not ideal for families. Hooper also noted that the incentive is needed to stay competitive with local grocery stores/deli's. Frohling suggested making a budget adjustment once the actual fiscal impact is known.

Motion by Duchac to approve the \$1.00/per hour shift premium for dietary employees scheduled to work the PM shift for four (4) or more hours after 2:00pm. Second by Greshay. Motion carried.

Sheriff Schmidt presented a request from a Sheriff's Office employee on extended medical for 6-8 months for sick leave donation. Sheriff Schmidt explained that the employee has approximately thirty (30) days of paid time off available, which will not be enough for the anticipated absence. Eske stated that there is a 90-day waiting period before eligible for Long Term Disability.

Motion by Greshay to approve the request sick leave donations under the current guidelines and by doing so does not establish a practice or precedent. Second by Frohling. Motion carried.

Sheriff Schmidt presented information to the Committee regarding recommended changes to the Dodge County Civil Service Ordinance. Sheriff Schmidt provided the Committee with three (3) proposed policies including: Recruitment/Selection, Promotions and Transfers, and Internal Investigations. Sheriff Schmidt explained that the policies are only related non-union Sheriff's Office positions. Sheriff Schmidt presented a summary of each policy. Sheriff Schmidt also explained that whether under Chapter 59.29 or 59.52, there are still protections under Chapter 59 for discipline with or without Civil Service. Sheriff Schmidt provided written examples of timelines indicating the number of days passed from the job posting to the date of hire with a comparison to non-Civil Service hiring; which was significantly less. Sheriff Schmidt estimates with the proposed hiring policy with a three (3) week applications deadline to the date of hire would take 77 days with internal promotions at 34 days, cutting the time in half. Sheriff Schmidt provided the Committee with newly missed hiring opportunities due to the current lengthy process. Eske provided Committee members with the current Dodge County Civil Service Ordinance removing non-sworn from the ordinance. Sheriff Schmidt reiterated that the proposed change was not necessarily to increase number of applicants but rather to be able to hire sooner. Eske added that the number of applicants is not just a Dodge County issue, that there is a shortage state-wide. The Committee will review the material. Eske indicated that the Sheriff will be discussing this at the Law Enforcement Committee and that a resolution would need to be passed by the County Board to make any of these necessary changes. Eske indicated this topic will be placed on a future agenda of this Committee.

Mielke notified the Committee that as a result of discussions regarding the COOP exercises, a question arose regarding compensation for employees during downtime due to an emergency. Mielke explained that action is not being requested but for discussion on whether it should be included in the COOP Plan so employees are aware of expectations during interim periods. Nehls provided examples including the current planned COOP exercise scenario. Mielke commented that it is an issue to address upfront instead of waiting until it happens to figure it out. Nehls answered questions from Committee members regarding how the COOP plan works in any type

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 3/1/2016

of situation including ramping up. Eske inquired if the County pays one week, two weeks, or one month while ramping up and then go to unemployment. Marsik asked if there are State or Federal entities with a compensation plan. Nehls suggested contacting other counties but felt Dodge County was on the forefront. Duchac suggested one week then make decisions as move forward. Eske suggested a pay period may be easier to manage. Mielke suggested continuing future discussions. This topic will be placed on a future agenda of this Committee.

Eske indicated that two Department Heads requested Human Resources review the current emergency sick leave bank and consider changing the policy regarding payouts and/or use of sick leave in the emergency bank. Eske explained that the Emergency Sick Leave Bank has been in place since 1979 and at that time was not intended to be paid out and the plan has not been changed since. Eske further explained that once an employee reaches 120 days of sick time, eight (8) hours are still earned each month, however, the hours are put into the Emergency Sick Leave Bank. Mielke stated there was some discussion at Management Council regarding Emergency Sick Leave Bank as some employees are approaching retirement and inquiring if the policy could be reconsidered to include a payout percentage or allow for use before depleting the 120 days. Mielke expressed that in his opinion a payout consideration would be very expensive to Dodge County as a whole and is not budgeted. Eske shared statistics including that currently 67 employees have Emergency Sick Leave balances with a majority being salaried employees with more flexible schedules. Several employees provided comments and opinions regarding the current Emergency Sick Leave Bank Policy as well as ideas for proposed changes. There was discussion among Committee members regarding potential options. Marsik requested the average sick payout at retirement. Mielke suggested collecting additional information to bring back to the Committee. This topic will be placed on a future agenda of this Committee.

Eske provided the Committee with a draft resolution regarding the extension of the current PEHP Plan for eligible non-represented employees. Eske stated that the sworn union will negotiate continuance of the PEHP Plan as part of contract negotiations. Eske explained that originally the PEHP Plan was approved year-to-year however more recently has been approved for two (2) years. Eske expressed that it is beneficial to employees to know in advance for retirement planning that the PEHP Plan is in place and suggested a term greater than one year. Frohling suggested extending for a rolling two (2) –three (3) years, remove the sunset, and review annually. Duchac agreed, suggesting a rolling three (3) years with review annually by the Human Resources Committee. Eske stated she would bring a resolution to the next Committee meeting to take to County Board in April.

Eske provided Committee members with the current vacation policy. Eske explained that in 2012 the policy was changed to allow two (2) weeks' vacation for non-represented, newly hired, full time employees after six months. Eske explained a recent situation at Clearview and suggested revising the policy to extend to part-time eligible employees that accept a full-time position as currently they would not receive any vacation time. In addition, Eske shared with the Committee recent discussion in Management Council to look at the current vacation policy and specifically the increments when employees get vacation. Mielke offered that it may be more attractive for recruitment purposes to offer three (3) weeks' vacation after five (5) years vs. the current seven (7) years. There was discussion among the Committee members and employees present regarding vacation options, ramifications, and private sector time off packages. Sheriff Schmidt expressed concerns regarding coverage and overtime costs affiliated with additional vacation time. Frohling suggested changing the current verbiage of the policy from "newly hired full-time" to "hired full-time". Eske stated she would bring a draft policy to the next Committee meeting. Mielke stated

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 3/1/2016

that any change in policy would need to go to the County Board in the form of a resolution and that if any changes were recommended the resolution could go to County Board in April with the PEHP Plan.

Eske provided the Committee with a Kronos update stating the plan is to go live on April 1st for Talent Acquisition.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Transport Officer – Occasional	Sheriff's Office
Thirty (30) Hazardous Materials Responder – Occasional	Emergency Management
One (1) Utility II/Truck Driver – F. T.	Highway Department
Four (4) Transport Officer – Occasional	Sheriff's Office
Account clerk II – F.T.	Highway Department
Electronics Technician – F.T.	Information Technology

Motion by Frohling to approve the Personnel Requisitions as presented. Second by Schmidt. Motion carried.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE: Patricia L. Howard, Counselor II – AODA, Human Services & Health, \$20.51, DC06, ST01, 02/29/2016; Eric W. Fortlage, Utility II/Truck Driver – East, Highway Department, \$18.56, DC04, ST05, 02/29/2016; Jasen L. Wendt, Utility II/Truck Driver – West, Highway Department, \$19.04, DC04, ST06, 02/22/2016; Keith R. Christian, Utility II/Truck Driver – East, Highway Department, \$18.09, DC04, ST04, 02/22/2016. RE-HIRE: Michael A. Simons, park Attendant – Harnischfeger Park, Land Resources & Parks, \$11.70, MSC13, ST04, 02/22/2016. RECLASSIFICATION: Kaylin J. Reeb, Counselor III case Manager – MH, Human Services & Health, \$22.44, DC07, ST01, 02/29/2016; STEP INCREASES: Melissa M. Zarczynski, Senior Social Worker – Juvenile Court Intake, Human Services & Health, \$29.58, DC08, ST9A, 04/05/2016; Joseph E. Giebel, Manager – Code Administrator, Land Resources & Parks, \$38.31, DC11, ST11A, 03/14/2016; Karen J. Krentz, Child Support Lead Worker, Child Support, \$23.08, DC07, ST02, 03/16/2016; Ryan M. Pieper, Mechanic, Highway Department, \$22.27, DC06, ST04, 04/01/2016; Jonathon R. Tietz, Shop Foreman, Highway Department, \$25.64, DC07, ST06, 04/07/2016.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: Supervisor Schmidt inquired if exit interviews are being done. Eske stated that they were and that the intent is to provide quarterly reports to Department Heads, this Committee and the Health Facilities Committee.

HR Director's Report:

- a) Disciplinary Actions: None
- b) Grievances and Arbitrations: None

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 3/1/2016

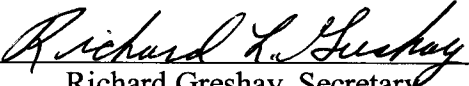
Future Agenda Items: Updates on the State of Wisconsin's decision-making process regarding State Health Insurance with Discussion and Consideration to proceed with Step #2 of the Hayes Study. Discussion and Consideration regarding Emergency Sick Leave and Vacation Policies. Discussion and Consideration regarding employee compensation during disaster/emergency situations. Discussion and Consideration regarding Dodge County Civil Service Ordinance. Discussion and Consideration of continuing the PEHP plan.

Future Meeting Dates and Times:

It was the consensus of the Committee to change the April 19, 2016 meeting date to April 18, 2016 at 9:00 am due to the County Board meeting that will be held during the day on April 19, 2016.

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on **March 15, 2016, April 5, 2016, and April 18, 2016 at 9:00 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chair at 10:48 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.